

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Academic Success Coach II  
Code: 13054  
Salary Grade: 57  
FLSA Status: Exempt  
Department/Division: Tomás Rivera Center/Vice President for Student Success  
Reports To: Director, Academic Success Coaching

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## *Summary*

- Function: To assist in and plan the development of services in which graduate and undergraduate students are offered individualized attention in addition to group-oriented opportunities to improve the likelihood of academic success.
- Scope: Responsible for, in collaboration with the Director of Academic Success Coaching and other team members, planning, coordinating, and administering student support programming, which may include supervision of assigned staff, program selection, future planning, and innovation.

## *Duties*

- Typical:
  1. In conjunction with the Director of Academic Success Coaching, supervises assigned staff members, providing leadership and professional growth opportunities.
  2. Meets with graduate and undergraduate students individually for academic coaching concerning study skills, time management/organization, graduate-level writing issues, and other topics related to the university student populations; makes appropriate referrals as needed.
  3. Schedules and presents workshops by request on topics such as those related to graduate-level writing and research, presentation skills, and study strategies.
  4. Engages in a variety of marketing activities to promote Academic Success Coaching on campus to students, faculty, and other stakeholders to include the consistent and effective use of various social media for student outreach and engagement.
  5. Maintains program data to contribute to reports for program evaluation, which may include data analysis and written data reports on program operations and student success outcomes.

<ol style="list-style-type: none"> <li>6. Develops and maintains cross-campus and community based collaborations and partnerships to build program recognition and usage.</li> <li>7. Promotes and supports all program and initiatives within the Tomás Rivera Center.</li> <li>8. Performs other duties as assigned.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Participates in professional conferences and individual professional development relevant and beneficial to student success.</li> <li>2. Develops and implement a plan to disseminate information and knowledge gained from conference participation to program stakeholders.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Master's degree from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Strong academic writing skills	Demonstrate professional presentation skills necessary to speak to large groups for the purposes of conducting workshops and program marketing
Demonstrate effective interpersonal skills	
Strong analytical skills	
Criminal Background Check (CBC)	
	Knowledge and ability to demonstrate advance writing skills with the ability to successfully convey concepts to students

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience working with students in a student support or learning assistance setting at the college level or equivalent advisory.	Three years of experience working with college students in an advisory or supportive capacity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Ability to use an office computer with Microsoft applications to include MS Outlook, MS Word, MS Excel and MS PowerPoint. Other standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
General office conditions.	Participation in meetings and conferences concerning student or professional affairs beyond usual office hours, possibly involving travel.
Flexible working schedule to include evening and possible weekend hours to include travel between campuses for meetings and events.	

***Supervision***

<b>Received</b>	<b>Given</b>
Responsible for self-direction and organization. Receives general guidance and evaluation from supervisor.	Some instructions to any supporting staff members as well as to secretarial or clerical personnel.

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.